

**Terra Academy Charter School
Founding Board Meeting Agenda
Tuesday, September 29, 2015 from 7-9 pm
Terra Academy, 267 Aggie Boulevard, Vernal, UT**

Terra Academy Board members adhere to the following:

- 1. Be informed, prepared and proactive through due diligence*
- 2. Represent the Terra Academy as a unified board*
- 3. Know the charter and act to strategically uphold the vision and mission in our work.*

The Terra Academy

Mission: Terra Academy focuses on each student as a “unique” whole person in a global society by providing individualized instruction in a community learning model through educational experiences including a broad range of curricular options and project-based learning opportunities that nourish individual talents, skills, and desires.

Vision: The vision of Terra Academy is to help students become lifelong independent learners, productive members of society possessing respect for other people and cultures, who are stewards of our environment.

School Rules: Be Respectful, Be Responsible, Be Kind ***Moto:*** Learn, Grow, Be

Call to Order/ Roll Call – 7:00 PM

Kevrine Wells – Charter Solutions

Liz Howcroft – Bus. Mgr

Lincoln Fillmore – Charter Solutions

Pam Rosal – Board member

Coleen Jones – Round Table Board Member

Cassie Hays - Director

Lianna Etchberger – Board chair

Jared McKeachnie – Board member

Melissa Huber – Board member (joined at 7:17 PM)

Approval of Minutes

1. Approval of Minutes from August 27. Jared McKeachnie moved to approve the minutes. Pam Rosal seconded the motion. Minutes were approved unanimously.

Public Comment

Informational Items

1. Coleen Jones joined the board as the Round Table member
2. Board Development:
 - Discuss “Finding, Recruiting and Retaining Outstanding Board Members” webinar content (Lianna Etchberger)
 - Review of Terra Board Policies (01-100 through 01-112)
 - i. The board reviewed and discussed board behavior and responsibilities as they relate to the policies listed above.

3. Director's Report (Cassie Hays):
 - Enrollment and Student Records Update – 644 students enrolled. All immunizations accounted for
 - Parent Partnership Group Development – Daisy Angus is the head volunteer for this group.
 - Round Table Development and Timeline for Representative to Join Board – Round Table members were voted on and elected. Coleen Jones and Traci Frost will serve as the members for grades 9-12. Sharon Connelly will serve as the member for grades 6-8. Shauna Harding will serve as the member for grades 3-5. Fayme Pettit will serve as the member for k-2. Coleen Jones will serve as the Round Table member on the school board. All Round Table members have been assigned Terra Academy emails so parents have email access to them.
 - Building Updates – heater is noisy, working with the paint contractor on the flat paint, some doors have been rekeyed.
 - Concurrent Enrollment / Out of School Youth – Still working out the logistics of students leaving and entering campus
 - Testing / Performance Plans – K-3 DIBELS complete and submitted to the state. Behavior management training and implementation is underway.
 - Special Education – functioning
 - Vision Screening -- upcoming
 - Nutrition Program – some minor alterations are being made to the menu to accommodate kids preferences.
 - Staffing Update
 - Other Issues- none
4. Closed Session if need to discuss the character, competence, or mental or physical health of an individual as per Open and Public Meetings Act.
 - Jared McKeachnie moved to go into a closed session to discuss the character, competence, or mental or physical health of an individual as per Open and Public Meetings Act. Roll call vote: Jared McKeachnie: aye, Pam Rosal: aye, Coleen Jones: aye, Melissa Huber: aye, Lianna Etchberger: no. The board went into a closed session at 8:10 PM. Closed session ended at 8:50 PM
5. Financial Manager's Report (Liz Howcroft):
 - a. Current Finance Statement - Reviewed by Liz Howcroft
 - b. Annual Finance Report (Due Oct. 1)
 - c. Background checks update - none
 - d. Other Issues - none
6. Alignment of Bylaws with Charter (Jared McKeachnie)
 - This item is tabled until the October board meeting
7. Management of Notices, Agendas and Minutes (Lianna Etchberger)
 - This item is tabled until the October board meeting

Action Items

1. Assign Audit Committee –
 - a. Financial Accountability Committee – Liz Howcroft, Melissa Huber, Cassie Hays
 - b. Audit Committee – Melissa Huber, Jared McKeachnie

2. Discuss policies

Items a through k are tabled until the October board meeting

Anticipated action: vote to ratify

- a. 05-102 Volunteers (Should item 16, “Volunteers must leave children not enrolled at Terra Academy at home when volunteering”, be stricken from the policy?)
- b. 05-118 Background Check (Modify to reflect new rulings.)
- c. 01-110 Executive Limitations (New)
- d. 01-113 Director Evaluation (New)
- e. 01-114 Board use of Consent Agenda (New; See two reference documents about the use of consent agendas in the packet.)
- f. 02-104 Nutrition and Wellness (Should consumption of fast food at the school be disallowed?)
- g. 02-107 Safe Schools [Should name be changed to “Emergency Preparedness and Response” for clarity? Refer to <http://www.rules.utah.gov/publicat/code/r392/r392-200.htm> and review 220-6, -7, and -9. NOTE pest management included in -7(12)]
- h. 02-112 Integrated Pest Management (New)
- i. 02-113 Safe School Behavior (Should behaviors be part of an expanded Safe School Policy w/ more “safety” added to this one?)
- j. 03-118 Special Dress Code (Should policy be modified for students with special needs?)
- k. 06-109 Accreditation and Course Credit (New)

Upcoming Events

1. Next Terra Academy Founding Board meeting, Thursday, Oct. 22 @ 6:00 PM
2. Work Trade Day - NO SCHOOL, Thursday, Oct. 15
3. Fall Break - NO SCHOOL, Friday, Oct. 16
4. Mad Hatter 9-12th grade School Dance, Saturday, Oct. 24
5. Red Ribbon Week, Oct. 26-30
6. Halloween Parade for K-5th grade, Friday, Oct. 30

Housekeeping and Adjournment. Pam Rosal moved to adjourn the meeting. Jared McKeachnie seconded the motion. The meeting was adjourned at 9:05 PM by unanimous vote.